



JOB OPPORTUNITY

Announcement Number:	16-CT-07
Position Title:	CHIEF UNITED STATES PROBATION OFFICER
Salary Range:	JSP 15-17 (\$132,619 - \$205,700*)
Position Location:	New Haven, CT
Opening Date:	November 10, 2016
Closing Date:	December 12, 2016

*Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade.

The United States District Court for the District of Connecticut is seeking a qualified individual for the position of Chief Probation Officer. The Chief Probation Officer fulfills the statutory duties of the position and supervises activities of the United States Probation Office. The Chief Probation Officer is a court unit executive who operates under the direction of the Chief Judge and the Court. The United States District Court consists of eight active judges, five senior judges, and five magistrate judges.

Representative Duties: The Chief Probation Officer performs duties and responsibilities that include, but are not limited to, the following:

- Organizes the probation office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities and provides effective case supervision of persons placed on probation, supervised release, and parole.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation, parole, and supervised release services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Works with the court to promulgate policies, procedures, and guidelines to meet the needs of the court, and standards to provide an appropriate level of service delivery.

Ensures all reports submitted to the court by the probation office are thorough, accurate, and timely.

- Selects candidates for appointment as probation officers and recommends them to the court; appoints all non-officer personnel; keeps the court informed of personnel matters including promotions, disciplinary actions, grievances, and dismissals; adequately trains all personnel; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
- Works to create, manage and sustain drug/re-entry courts; ensures use of Evidence Based Practices in a community-based corrections environment in the District.
- Makes estimates of personnel, space allocation, and operating allowance needs; prepares an annual budget; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of open communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and ensures accountability with minimal interference to service delivery.
- Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing and supervision practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Develops and maintains a public relations program that explains probation, parole, and other rehabilitative services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention to alleviating hazardous office and field incidents.
- Performs related duties as required by the court.
- Travel is required.

Qualifications: To qualify for the position of Chief United States Probation Officer at the JSP-15, 16, or 17 level, a candidate must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. Completion of three years in a position of substantial management experience may be substituted for the requirement that one of the

three years of specialized experience must have been at or is equivalent to the next lower grade level.

Specialized Experience: Progressively responsible experience in the investigation, supervision, counseling, and guidance of offenders in community correction programs is required. Experience as a police officer, FBI agent, customs agent, marshal, or similar positions, does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Substantial Management Experience: Substantial management experience is high-level administrative experience that provides a thorough understanding of the organizational, procedural, and human aspects of managing an organization. Such experience typically includes personnel management, financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short range planning.

Preferred Qualifications:

1. A master's degree or higher degree in a closely related field received from an accredited university.
2. More than five years of experience as a U.S. Probation Officer, including experience as both a U.S. Probation Supervision and Presentence Investigation Officer.
3. More than five years management experience within the U.S. Probation and Pretrial Services system.
4. Knowledge of the U.S. Sentencing Guidelines, U.S. Probation supervision policies, and applicable statutes.
5. Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear, and concise manner.
6. Project management experience in creating, managing and sustaining of drug/re-entry courts. In addition, experience with Evidence Based Practices in a professional community-based corrections environment.
7. Training related to the procurement and/or procurement contracting officer (Levels 1, 2, and 3), as part of the Administrative Office's Contracting Officers' Certification Program (COCP) or its equivalent. Completion of the Administrative Office's Managing the Court Budget training. Completion of Federal Appropriations Law training. Training documentation required.

Desirable Personal Characteristics: The successful candidate must be an adept leader and motivator; must be mature and highly organized; must possess tact, good judgment, poise, and initiative; and must maintain a professional appearance and demeanor at all times. Ability to meet with the public, work harmoniously with others, and communicate effectively, both orally and in writing are required. The successful candidate must be flexible, timely, and conscientious about detail and accuracy.

Benefits: Full-time employees of the United States Probation Office are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, 13-26 days of annual leave per annum, based on years of service, as well as 13 days of sick leave per annum. The United States Probation Office for the District of Connecticut currently offers a flexible work schedule program, a physical fitness facility, and parking.

Conditions of Employment: There is no “maximum entry age” for this position; however, in order to be included under federal law enforcement officer retirement provisions, an individual must have been appointed to a federal law enforcement officer position prior to their 37th birthday. The successful candidate may undergo a full OPM background investigation, a medical examination, and drug screening. The successful candidate will be subject to credit, criminal history, and department of motor vehicle checks. Additionally, the incumbent will be subject to random drug screening at any time and updated background investigations every five years. Applicants must be a United States citizen and meet age and physical standards established by provisions for law enforcement personnel. Employees are required to use the Electronic Fund Transfer (EFT) for payroll direct deposit. Interview, travel and relocation expenses will not be reimbursed.

Application Information

Qualified applicants must submit the following:

- A letter of application that addresses each of the seven preferred qualifications. Letters must not exceed five pages. If applicable, please provide documentation for Preferred Qualification #7.
- A complete and signed Federal Judicial Branch Application for Employment ([AO78](#)). This application is available at <http://www.ctd.uscourts.gov/ctp>. Click on Careers. If applicable or needed, please feel free to describe more than 10 years of prior experience.
- Two most recent performance evaluations. If performance evaluations are not available, please provide an explanation.
- A copy of transcripts for a bachelor’s degree and any advance degrees.
- Two letters of recommendation.

All application materials should be emailed as a single PDF document to:
CUSPO_applications@ctd.uscourts.gov.

Applications must be received by the closing date of December 12, 2016. Only complete application packages will be considered. For questions, call 203-773-2141.

Employment with the United States Probation Office for the District of Connecticut is considered “at will.” Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District Court for the District of Connecticut.